DOCUMENT RESUME

ED 073 811 LI 004 259

AUTHOR	Harvey, John F.
TITLE	Suggestions for Revising Iranian Library Laws and Regulations.
PUB DATE	[73]
NOTE	50p.;(0 References)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Foreign Countries; *Laws; *Library Science; *Library Standards; *Public Libraries; *School Libraries
IDENTIFIERS	*Iran

ABSTRACT

The present Iranian library laws are incomplete, obsolete, and ineffective. Certain aspects of the Iranian school and public library standards described are based on the assumption that the laws will be improved in accordance with these suggestions. In a general way, this document attempts to build on the present laws and supplement them as well as to remedy some of their defects. Further, it attempts to suggest the topics and the numerous points under them which should be changed or added to modernize the laws. Certain of the specific points may fit more properly into sets of regulations concerning library operation than into laws themselves. In turn, it is assumed that these suggestions will be supplemented by sets of Iranian library standards, such as those recently approved by the Tehran Book Processing Centre, and in still greater detail, by library policy and procedure manuals, such as those awaiting publication at the Tehran Book Processing Centre. Ali Sinai wrote the Duplicate Exchange Union and the Inter-library loan code sections. (LI 004244 through 004258 and LI 004260 through 004267 are related.) (Author)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

[ERIC User Note: Best Copy Available.]

INSTITUTE FOR RESEARCH AND PLANNING IN SCIENCE AND EDUCATION
TEHRAN BOOK PROCESSING CENTRE

SUGGESTIONS FOR REVISING IRANIAN LIBRARY LAWS AND REGULATIONS

ED 073811

A. Introduction

1. This document consists of series of suggestions for changes, usually enlargements, in Iranian library laws and regulations. It neither reproduces the present laws nor does it suggest the exact wording or order of the new laws. Not only must new laws be worded in legal terminology and phaseology, but they must be written in the Persian language, 2)30. And further, the laws should be revised on a comprehensive basis, not a section at a time.

2. In a general way, this document attempts to build on the present laws and supplement them as well as to remedy some of their defects. Further, it attempts to suggest the topics and the numerous points under them which should be changed or added to modernize the laws. Certain of the specific points may fit more properly into sets of regulations concerning library operation than into laws themselves. In turn, it is assumed that these suggestions will be supplemented by sets of Iranian library standards, such as those recently approved by the Tehran Book Processing Centre, and in still greater detail, by library policy and procedure manuals, such as those awaiting publication at the Tehran Book Processing Centre.

B. Definitions

The following are the definitions to be used for the important terms in this document:

(1) Acquisitions refers to the library process of ordering and receiving library material.

(2) Archives are government correspondence and memoranda of all kinds which have been stored and preserved for their historical interest.

(3) Board means the Iranian national Board of Trustees for Public Libraries.

(4) Cataloging refers to the ~~library branches~~ of preparing a card index to a library which describes its physical and bibliographical features and assigns to it a subject classification number.

(5) Certification is a procedure whereby a printed license or statement is issued to an individual who has met certain education, examination or

LI 004 259

other requirements and who is thereby empowered to practice librarianship at a specified position level.

(6) Circulation service means lending library materials to registered borrowers for short periods of time.

(7) City, town, or village library means a public library designated by the Board of Trustees for Public Libraries to serve a particular city, town or village.

(8) A college or university library is a library serving a higher education institution.

(9) Council means the library council or other chief governing body of an ostan, city or town public library.

(10) A library with depository privileges has been designated by the Iranian government to receive free copies either of all library material published in Iran or else of all Iranian government publications.

(11) Government publications means informational matter which is published, printed or produced as an individual document or piece of audio-visual material at government expense.

(12) Institute means the Institute for the Intellectual Development of Children and Young Adults, Tehran.

(13) Interlibrary loan means the lending of library material from one library to another for short or long period of time.

(14) Library means a collection of books, pamphlets, serials, newspapers, and other service objects of educational, cultural, or artistic value assembled and housed for circulation and reference use. The term includes main and branch centers, reading rooms, and bookmobiles.

(15) Library assistant means a non professional library employee performing simple duties.

(16) Library material includes hard and soft cover books, pamphlets, periodicals, newspapers, continuations, maps, catalogs, microforms, an-

nual reports, manuscripts, government documents, film, filmstrips, tapes, slides, clippings, recordings, photographs, transparencies, music and posters.

(17) A library technician is a person carrying out non-professional library duties.

(18) Minister means the head of an Iranian national government ministry.

(19) A national library is a library which serves the entire nation and has special country-wide privileges and obligations.

(20) A network or system refers to a group of libraries joined together cooperatively to improve their service.

(21) Non-professional library staff members include subprofessional, technician, typist, clerical, and maintenance employees.

(22) Ostan library means a central library established pursuant to this law to give service to an entire ostan or government administrative area and to guide, co-ordinate and supplement the services of all other public libraries in that ostan or government administrative area.

(23) Per capita means divided by the total number of men, women, and children residing in a given geographic area.

(24) Professional librarian means a person who has been granted a Bachelors or Masters degree with a major in library science from an accredited Iranian or foreign school or department of librarianship.

(25) Public library means any ostan, regional, shahrestan or municipal library approved by the Board of Trustees for Public Libraries and serving the general public. It includes city, town and village libraries.

(26) Reference service means providing personal assistance to people who wish to use the library, locate material or find the answers to questions.

(27) Regulations mean the instructions for carrying out the principles embodied in these laws.

(28) A resource center is a major reference library serving several

other libraries and many users.

(29) School library means a library operated by the Ministry of Education or by a private organization for the teachers and pupils of an elementary or secondary school.

(30) Serials include continuations, annual reports and irregularly published library material plus regularly published periodicals and newspapers.

(31) A shahrestan library means a public library supported by and serving an entire shahrestan.

(32) A special library is a library operated by a government ministry, a private corporation or an association. It does not include university faculty or institute libraries.

(33) A subprofessional library assistant is a Bachelors degree graduate whose major was not library science but who is qualified through an elementary knowledge of library policies and techniques to supervise some aspects of library service.

(34) A union catalog is a card index of library material available in a specified group of libraries.

(35) A union list of serials is a bibliography of serial material available in a specified group of libraries.

C. Information Networks

1) Provision should be made in the Iranian library law for networks in which (a) libraries specializing in a particular subject field, e. g., law libraries, (b) libraries in the same geographic area, e. g., Khorasan ostan, or (c) libraries of the same types, e. g., school libraries, may be closely coordinated and organized into a system. Normally, the largest and most modern library among them serves as the

system coordinator and control center.

2. The purpose of a library system is to encourage the libraries therein to cooperate closely in such areas as book and serial selection, acquisition and interlibrary loan. A network should tie together the collections of specific libraries which should lean to depend on each other and to develop individual strengths through specialization. One library may belong to several networks if it has strong collections in several subject fields or else is associated closely with other libraries in its geographic area or with other libraries of the same type.

3. The system concept will save the stretch rials and in so doing strengthen each network unit. Such aspects of network administration as standardization of equipment and supplies, material selection to avoid duplication with other network units, concentration of printing and binding in one library where a large volume will justify hiring specialists, the sharing of a few well paid professional librarians who direct the work of several units instead of competition for them, and using one person to catalog a book once rather than using twenty persons to catalog the same book in twenty libraries, and other ideas as well should suggest some of the advantages of an Iranian library network.

4. An example of systems thinking can be seen in the Iranian Information Network started by the Iranian Documentation Centre in 1970. This is a network in which the stations consists of libraries and the communication media are telephone, telegraph and postal services. This network consists of several sub-divisions, each one of which covers a major subject field. Thus, there is a physical sciences information network, a medical information network, an education information network, etc. Data cards have been prepared on which basic information is recorded for each library. Such information as number of volumes, current serial subscriptions, telephone number, latest budget for new materials, loan regulations, photocopy service and interlibrary loan regulations are covered.

The network will be developed through future committee meetings and agreements. Another Iranian library network example is the Institute childrens libraries spread throughout Iran and directed from an office in Tehran.

5. For libraries which are relatively weak and underdeveloped, like so many in Iran, close cooperation and coordination are vital and the network concept of great importance. The law should specifically mention the concept and should at least encourage and perhaps even require network formation and development. The Iranian Library Standards and the Library Procedure Manuals recommended by the Tehran Book Processing Centre should emphasize network thinking as well.

D. Government Library Council.

1. A Government Library Council should be appointed by the Prime Minister to recommend government-wide library policy. Its powers should be advisory only. The recommendations of this body should be taken to the Prime Minister for implementation or else to the Majlis and Senate for appropriate legislation.

2. The Government Library Council should study the common problems of Iranian government libraries and recommend solutions for them. It should be both a policy-making and a problem-resolving organization. The Council should encourage cooperation among these libraries and seek ways of enlarging their holdings and extending their services, while improving their personnel, also.

3. The Council should contain not fewer than fifteen members. Representation should come from the National Library Advisory Board, The Institute, the Board, Ministry of Science and Higher Education, Ministry of Culture and Fine Arts, Ministry of Education, Ministry of Economy, Prime Minister's Office, Plan Organization, University of Tehran Faculty of Education Department of Library Science, State Organization for Administration and Employment, Tehran Book Processing Centre, Iranian Library Association, and from two other agencies selected at random from among the remaining government agencies. Each Council member should serve for a three year term. This Council should elect officers, meet regularly each month, and distribute the minutes of its meetings.

4. This Council should appoint a committee to discuss, formulate and recommend programs and ideas for Council consideration; the committee should be composed of seven members, all professonal librarians, and as may as four of them may not be Council members.

E. National Library Act

1. This act should a) redefine and enlarge the role of the National Library, Tehran, and b) assign official responsibilities to certain other Iranian libraries as well.

2. The general purposes and services of the National Library, Tehran, should be the following:

   a. Relationship to the Publishing World. The Library should maintain close and friendly relationships with the publishing world from which it obtains materials, and it should promote fair and enlightened practices among publishers.
   b. Acquisitions of Materials. The National Library should acquire all local and foreign material useful to Iranian researchers and libraries through extensive purchase, exchange, copyright deposit, and gift programs.
   c. National Copyright and Book Deposit. One copy of each book published in Iran should be deposited in the Library and copyrighted there.
   d. Research Collections. The Library's collection of research material should be one of the largest in Iran, and it should be well organized to serve researchers.
   e. Comprehensive Subject Coverage. In its collections the Library should attempt to cover all subject fields more intensively and more comprehensively than does any other Iranian library.
   f. Special Collections. The Library should be one of the chief repositories for special Iranian materials; manuscripts, rare books, history, personal papers of leading government officials, and contemporary literary manuscripts, for example.
   g. General Reference Service. Since the National Library is a type of public library, open freely to all, it should provide free reference and information service to all users.
   h. Research Service. Research projects in Iranian bibliography and library science should be sponsored.

i. Publications Program. The National Library should publish bibliographies and reports of its own research.

j. National Bibliography. A comprehensive, complete, and accurate Iranian National Bibliography should be published on a regular and frequent basis at reasonable cost to purchasing libraries.

k. Statistics. The Library should plan, organize, collect, and publish library statistics. Clear-cut definitions must be worked out and widespread cooperation solicited. The Library should be the chief Iranian library statistics collecting and coordinating agency.

l. Coordination and Cooperation. The position held by the National Library requires that it provide leadership to the nation's libraries in many ways, and one of the most important is through encouragement of cooperation and coordination among them.

m. International Relations. The National Librarian should represent Iran in many international library committees, conferences, and associations and should be the primary Iranian librarian charged with responsibility for international contacts.

n. Intellectual Leadership. Creativity and initiation of new ideas must be expected as part of the intellectual leadership to be exercised.

o. Public Library Development. Because of its location in the Ministry of Culture and Fine Arts and its close affiliation with the Board of Trustees for Public Libraries, the National Library is the capstone in the nation's public library system. As such, it should maintain close contact with these libraries and serve as a resource center for ~~such~~ book resources through its own and other collections ~~and professional advice through field workers and staff consultants.~~

p. Non-Library Services. The building should house no non-library offices or services.

3. The National Library should be empowered to hire staff members, both professional and non-professional, in keeping with its needs for operating the library according to modern library science principles. All staff members should be hired solely on the basis of their ability and promise as library employees, not for family, financial or personal reasons.

4. The National Library should be the officially designated depository for all library material published in Iran. As the chief national preserver of Iran's printed cultural heritage, this library should receive one copy of every piece of Iranian library material published.

5. A National Library Advisory Board should be appointed to report to the Government Library Council. This board should recommend general guidelines for the operation and cooperation of the National Library. It should have the responsibility to evaluate and inspect this library and to recommend improvements.

6. Because of its need for foreign material, no limit should be placed on the budget proporation which this library may allocate to foreign currency.

7. Because of its need to import library material, equipment, furniture and supplies from other countries, the National Library should be exempt from customs laws restricting importation privileges.

8. This library should be empowered to accept gifts and endowment funds to assist its operation.

9. The National Library director should be assigned the authority and power necessary to operate the library successfully.

10. The National Library should be empowered to establish branch libraries wherever appropriate to improve service, particularly in ostan capitals.

11. This library should be considered a resource center on which other government and university libraries can rely for supplementary material.

12. It should be open for use without charge or special permission to all responsible borrowers above the age of 14 years.

13. In order to give full service, library hours of opening should not fall below a minimum of 70 per week except during holiday periods.

14. The National Library should have a professional or subprofessional staff member on public service duty during each hour that the library is open.

15. The National Library must keep every piece of library material in its possession permanently. However, there are certain exceptions to this generalization. Any material may be discarded as long as a microform copy is retained of it. Also, no more than three copies need be kept of any piece of material.

16. The National Library should assist in training staff members for provincial libraries. Five well qualified college graduate subprofessional trainees should be hired every year. Before being accepted in this program the trainee should post a bond of 10000 Rials which will be forfeited if he does not carry out the program outlined, except that he may be excused for reasons of health. Trainees should be hired only after being admitted to the University of Tehran Faculty of Education Department of Library Science, or the Tabriz University Teachers Training College Department of Library Science. As soon as he is hired, each trainee should be sent to study with a full course load until he graduates with a Masters Degree. While a student, he should work half time or else during vacation periods at the National Library. After graduation he should work in an ostan central library, outside Tehran ostan, for a period of at least three years. This program should be supported by a special Plan Organization allotment.

17. Within three months after the close of each fiscal year, and in order to report its recent progress, the library should send to the Government Library Council a printed annual report describing and evaluating its progress, successes and failures during the year. Copies should be distributed to each ministry, university and ostan central library, also.

18. Annually or more often, this library should compile and publish the National Book Review Bulletin to list and summarize all book reviews published in Iran.

19. The following official responsibilities should be carried out by the Iranian Documentation Centre.

a. The Iranian Documentation Centre should coordinate the Iranian Information Network designed to encourage cooperation and specialization among research and special libraries. As a part of the responsibilities of this network, an inter-library loan systen should be operated to encourage sharing of library material.

b. It should compile and publish biennially or more often the National Union List of Serials covering the serial holdings of all Iranian research and special libraries in all subject fields.

c. At annual or more frequent intervals, all universities and colleges should deposit copies of their theses with the Iranian Documentation Centre.

d. As an aid to scholarship, the library should compile, index and publish a national bibliography of Iranian university and college theses.

e. In cooperation with other libraries, the Iranian Documentation Centre should assemble, compile and publish annually or more often national bibliographies of Iranian technical reports, standards, patents, serials and newspapers.

f. The Centre should operate the National Duplicate Exchange Union to enable Iranian libraries to share the duplicate library material available in Iran and other countries.

g. The Centre should be designated the UNESCO Material Exchange Center for Iran.

h. It should maintain its own printshop to print, publish and distribute all of its own offset and letterpress printing jobs at a high quality level and at discounted prices.

i. The Library should maintain a shop to produce library supplies -- blank punched catalog cards, charge cards, book pockets, plastic book jackets, etc., for sale at full cost to all libraries. Establishment of this shop is necessary because of the difficulty of obtaining these supples commercially in Iran.

j. The Library should maintain a modern book and periodical bindery to

serve all Tehran libraries. The full cost without profit should be charged to these libraries. This bindery is necessary because commercial library bindery service is poorly developed in Iran.

k. This Centre syould compile and publish biennially or more comprehensive directories of Iranian publishers, bookstores, and libraries.

l. It should compile and distribute a complete index to the comprehensive collection of government publications deposited with it. Copies should be printed, bound and distributed free to each government ministry and office. One hundred copies should be reserved for exchange with other libraries. Copies should be sold at cost to all other persons requesting it.

m. This Centre should compile and publish the National Index of Periodical Literature to cover all significant Iranian serial articles and reports. This index should cover all subject fields and be published quarterly or more often. This responsibility should be shared with the National Library, Tehran.

20. The following official responsibilities should be carried out by the Tehran Book Processing Centre:

a. This Centre should be the official Iranian government library book processing agency.

b. It should maintain the National Bibliographic Centre to collect and make fully available to all libraries the national bibliographies of Iran and many other countries in all parts of the world.

c. It should maintain the National Union Catalog. This Catalog should include all cataloged items available in the national libraries. Further, it should cover all cataloged material to be found in the other Iranian research and special libraries willing to participate. The Catalog should be used to locate material needed by students, librarians, and researchers. Initially, cooperating libraries should send complete copies of their shelf lists to the Union Catalog. Then, on a regular basis, they should send to the Catalog one main entry catalog card for each item added subsequently. Copies of the Union Catalog should be printed and published for free distribution to cooperating

libraries and for sale to others.

d. The Tehran Book Processing Centre should be authorized to print, publish and sell Persian and other language library catalog cards covering Iranian material.

e. Special appropriations should be made available to cover the processing centre fees incurred by government-supported libraries. Either this appropriation can be obtained by the Prime Minister's Office or by the specific ministries whose libraries benefit from the service, as follows: from the Ministry of Education for all school libraries, the Board for public libraries, the Ministry of Science and Higher Education for academic libraries, and the specific ministry involved for special libraries.

f. The Tehran Book Processing Centre should serve as the official Iranian library and documentation planning and consulting agency and in so doing should provide the following services to all libraries and information centers:

(a) Advising libraries concerning selection and acquisition of library material.

(b) Advising on the indexing and organization of material.

(c) Advising concerning methods of storing and weeding collections of library material.

(d) Advising on user studies and use encouragement.

(e) Advising concerning reference and bibliographic service.

(f) Advising on library abstracting and publication problems.

(g) Advising concerning personnel, finance, organization, cooperation, public relations, and other administrative problems.

(h) Advising on and giving official government approval to plans for new library buildings and quarters.

(i) Preparing, publishing and distributing recommended standards for all types of libraries.

(J) Preparing, publishing and distributing recommended procedure manuals for all types of libraries.

(k) Assisting the Institute for Research and Planning in Science and Education in advising, evaluating, and accrediting all university and college libraries and library education departments.

(l) Designing library furniture, equipment and supply items and arranging for their manufacture and sale.

(m) Conducting research on library problems.

(n) Drafting needed legislation relating to books and libraries for submission to the Majlis and Senate.

21. The Senate Library and the Senate Research Roprought office should coordinate their activities,

a. Establish and develop for accurate, comprehensive and quick service a Legislative Reference Service with the following duties:

(1) Upon request, to advise and assist any committee or member of the Majlis or Senate, any joint committee, any staff member of the Prime Minister's Office, or of any ministry, in the drafting, analysis, and appraisal of Majlis or Senate legislation or recommendations.

(2) Upon request, or upon its own initiative in anticipation of requests, to gather, classify, analyse, and make available, in translations, indexes, digests, compilations, bulletins, and otherwise, data from Iran or abroad bearing upon legislation, and to render such data serviceable to Majlis and Senate committees and members, to the Prime Minister's office and to the Council of Ministers without partisan bias.

(3) To prepare summaries and digests of bills and resolutions and of public hearings before the Majlis and Senate.

b. The Library should maintain a complete and verbatim record in duplicate of Majlis and Senate debates, hearings, legislation and regulations. It should publish this record each year. Copies should be distributed to all government ministries and agencies free of charge and sold to other persons requesting them.

c. Annually, this library should prepare a detailed and comprehensive index to the debates, hearings, Majlis and Senate legislation and regulations of the year, together with a supplemental digest of the more important legislation. This index and digest should be printed and bound as a government, ministries and other organizations in Iran and for sale abroad.

22. The Society for the Protection of the Blind should be authorized to plan, maintain and develop a National Library for the Blind and Deaf, to collect, organize and circulate library material in forms suitable for blind and deaf use.

23. The Society for the Protection of Prisoners and the Ministry of Justice should plan, organize, and develop a system of institutional libraries to bring modern library service to all government prisons.

24. The Ministry of Health should plan, organize and develop a system of institutional libraries to bring modern library service to all government hospitals.

—> to page 21

F. Ministry Libraries

(1) Each government ministry should have a law or regulation expressly enabling it to establish a library or documentation center to serve its information needs.

(2) This library or center should have the following functions:
   (a) To select, order, organize, and circulate printed and microfilm material appropriate to the Ministry's subject scope and depth.
   (b) To provide modern reference, research, and service publication designed to help each staff member improve his job performance.
   (c) To retain, catalog and make available for use three copies of each publication, both serial and monograph, published by the ministry.

(3) The Ministry should allocate an appropriate budget to the library.

(4) In all other ways, also, this library should be satisfactorily supported in hiring the staff members and obtaining the supplies and equipment needed to provide good library service.

(5) Each library should be encouraged to improve its facilities and services until they meet the Iranian Special Library Standard recommended by the Tehran Book Processing Centre.

G. School Libraries

(1) A set of school library laws and regulations was approved by the Majlis in 1965. It calls for libraries in all schools and suggests several good organization principles for them. However, the Ministry of Education has not implemented or enforced this law. At the present time, only one professional school librarian works for that Ministry. The suggestions below are designed to supplement the 1965 law and assume that the ministry will begin soon to enforce the law.

(2) The Ministry of Education should establish, maintain, and develop school libraries to supplement classroom education.

(3) The Ministry should establish the goal of having a library available for all pupils to use free of charge in every Iranian school by Farvardin 1, 1360.

(4) The Ministry should assign the responsibility for supervising these libraries to a Department of School Libraries whose staff should work under a National School Library Supervisor.

(5) The National School Library Supervisor and his staff should provide consultant service to all school libraries.

(6) The Department of School Libraries should maintain at least one teachers curriculum material collection. It should consist of textbooks and other professional education material useful in building course outlines and assignments.

(7) The Department of School Libraries should provide centralized book selection, acquisition and cataloging service for all school libraries.

(8) All kinds of printed and audio-visual material should be collected by school libraries.

(9) Close cooperation should be expected between local school and public libraries.

(10) The National School Library Supervisor should publish a comprehensive annual report for public distribution which contains full sets of school library statistics.

(11) Library organizaton and service should conform to the Iranian School Library Standards recommended by the Tehran Book Processing Centre and should follow the policies and procedures suggested in the University of Tehran Department of Library Science Masters paper written by Mahin Sepehri Paravash. These documents provide detailed and comprehensive guides for school library development.

(12) The Ministry of Education should certify school librarians at various levels of responsibility.

(13) When he has equal education and experience, the librarian should rank at the same level as a teacher. In larger schools, where the faculty is organized into teaching departments, the chief librarian should rank as a department head.

H. Public Libraries

(1) Introduction

(a) A law was passed by the Majlis and Senate in 1965 which provided the basis for establishing and financing Iranian public libraries. Also, it provided for the establishment and activities of the national Board Trustees for Public Libraries. The law has been carried out, to some extent, in that a number of public libraries have been established with the support and approval which the law provides, and the Board has been organized and has started to function. Progress seems slow, however, in spite of the 250 meetings which the Board has held in this time, but at least in part this is due to the lack of professional librarians in public library service. On the other hand, the Institute for the Intellectual Development of Children and Young Adults, established in 1964, has made excellent progress and has 70 childrens public library branches and 300 employees distributed through many Iranian ostans, though only one professional librarian is employed on the staff.

The present public library suggestions are made to supplement and revise the 1965 law in order to make it more effective. Also, they conform to and complement the Iranian Public Library Standards recommended by the Tehran Book Processing Centre and the Public Library Procedure Manual to be published soon by that organization. The importance of modern public library service can hardly be overestimated if the White Revolution is to affect the common people who make up the vast Iranian public.

(b) The purpose of the public library should be to encourage the spread of knowledge, education and culture by making library material available to all Iranians.

(c) With overall responsibility resting in the Ministry of Culture and Fine Arts, all public libraries should operate under the supervision of the national Board of Trustees for Public Libraries. Public Libraries not now under the Board should be relocated there.

(d) The Institute for the Intellectual Development of Children and Young Adults now constitutes its own public library system separate from the Ministry of Culture and Fine Arts public libraries. In the future, the Institute should be brought under the control of the Board and all its libraries and activities should become Board projects.

(e) All public library service should be given without charge of any kind except to cover inter-library loan or photocopy expenses.

(2) The Board of Trustees for Public Libraries

(a) The Board should have eleven members. It should include one representative each from the Ministry of Culture and Fine Arts, Ministry of Education, Ministry of Science and Higher Education, University of Tehran Faculty of Education Department of Library Science, Tehran Book Processing Centre, Ministry of Interior, Plan Organization, Ministry of Finance, the Institute, The Prime Minister's Office, and the Iranian Library Association. Each appointee should

serve a three year non-renewable term. Terms should be staggered so that one third of the members are new each year. Retiring Board members may become eligible for an additional term after six years have elapsed.

(b) Annually, chairman, vice chairman, secretary, and treasurer should be elected by and from among the Board members. At the call of the chairman, the Board should meet monthly or more often. The Board secretary should not be a voting member. No librarian working under the Board may be a voting Board member.

(c) Before a decision is made by any government ministry on a matter affecting public libraries, the Board should be consulted.

(d) The Board should appoint a well qualified professional librarian to the office of National Public Library Supervisor, and under him four additional professional librarians to be Assistant National Supervisors.

(e) The National Public Library Supervisor should attend each Board meeting to answer the Board members' questions, report on recent activities, and present his recommendations for action.

(f) Within its budget, the Board should hire other staff members and purchase the library materials, supplies, and equipment needed to conduct its business successfully.

(g) Each town public library should report to the ostan central library, each ostan central library, in turn, should report to the National Public Library Supervisor, and this officer, in turn should report to the Board.

(h) The Board should be obliged to recommend to the Minister of Culture and Fine Arts specific changes in the laws to facilitate improvements in public library service.

(i) The Board should prepare detailed regulations to implement the public library law. With the advice of leading public librarians, the National Public Library Supervisor, and the ostan chief librarians, these regulations should be designed to cover all aspects of public library service.

(j) The Board should prepare and administer certificate for public library employees.

(k) Since they supplement the laws and regulations, the Iranian Public Library Standards recommended by the Tehran Book Processing Centre should be adopted officially by the Board. All public libraries should be directed to work actively toward implementing them. Further, the Public Library Procedure Manual, soon to be published by the Tehran Book Processing Centre, should be recommended to them, also.

(l) The law specifically permits the Board to establish a public library processing center to serve all ostans. The Board should establish this center or else contract with the Tehran Book Processing Centre for such service, or else establish ostan-wide public library processing center in the ostan central libraries.

(m) The Board may contract with another agency for library service, facilities, research, processing, construction, or any other needed service.

(n) The Board may establish demonstration library projects to show the benefits of good quality public library service.

(o) On the recommendation of the ostan library, the Board should define the exact city, town and village areas to be served by each public library. Financial support should be allocated to those public libraries for which the Board has approved service areas.

(p) The Board's relationship to the Tehran Public Library should be changed. The Tehran Public Library should be organized and operated in the same way as the public libraries in other cities, and consequently the Board should no longer supervise this library directly. The Tehran Public Library should have its own local library council appointed and operated in the same manner as those in other cities.

(q) The Board should submit to the Minister of Culture and Fine Arts and publish for distribution an annual report of its activities. This report should contain a complete annual statisitcal report from each public library.

(3) Ostan Central Libraries

(a) Each ostan and government administrative area should establish an ostan or area library in the ostan or area capital. In most cases, this library will be combined with the ostan capital city public library.

(b) On a temporary basis, the Board may arrange for certain government administrative areas and small ostans to receive service from a neighboring ostan library. When their own population and income levels improve sufficiently, their own ostan or area libraries should be established.

(c) The ostan library should select, order, and organize a collection of recent and useful library material. It should hire a capable staff and provide service to all ostan citizens. Reading room, circulation, open shelf browsing and reference service should be given. Each ostan libary should serve as the chief ostan public library resource center.

(d) The ostan library may rent, buy or build appropriate quarters for its operation.

(e) Each ostan central library should be supervised by a council of leading citizens. This group should meet quarterly or monthly. It should discuss ostan library problems and progress, develop policy recommendations for submission to the National Public Library Supervisor, and consider the recommendations of the staff memebers. The council should establish local policies and the library staff should carry them out. All of its policies should be subject to approval by the Board.

(f) The council should be composed of six members. Each year, it should appoint a chairman, a vice-chairman, and the ostan central library chief librarian should be the secretary. One representative each should be named to this council by the Ministry of Culture and Fine Arts, Ministry of Education, Ministry of

Interior, the Institute, and the ostan governor general. The chief librarian should be the sixth member, non-voting.

(g) The ostan library council should submit a monthly activity report to the Board according to the Board's form.

(h) The chief librarian and an assistant librarian should be hired to operate the ostan central library in accordance with modern library policies and practices.

(i) The Board may appoint full-time public library field workers based in Tehran to assist and advise local librarians, at least one for each ostan. Eventually, the ostan library may hire several well qualified staff members and develop an advisory service for local public libraries from the ostan capital.

(j) City and town public libraries should work under the general supervision of the ostan chief librarian.

(k) The Tehran Public Library should serve as the ostan central library of Tehran Province.

(l) Each year, the ostan library should add to its collection at least two copies of each piece of library material issued in the ostan.

(m) The ostan library may serve several related but auxillary functions, also. For example, it may (a) collect legal material for citizen use, (b) serve as the ostan branch of the national libraries, and (c) serve as the depository collection point for library material.

(4) Finance

(a) Annual financial allocations should be made by the Board to all of the ostan central libraries. Local city governments should allocate budgets to the public libraries in their own cities.

(b) Under Board and ostan library supervision, 1.2% of the total tax revenue of each ostan should be allocated to provide public library service therein. 0.3% of the total tax revenue should be allocated to Institute children and

young adults public library service in the ostan.

(c) The Board's own income must be greatly enlarged. A special act of the Majlis and Senate or else a greatly enlarged annual grant from the Ministry of Culture and Fine Arts must be obtained. This new income must support (a) The Board's own administrative, advisory, and field staff, (b) grants to for special development projects, (c) special equalization grants, and (d) the ostan central libraries. The Board may retain up to 20% of its income for its own administrative expenses.

(d) All tax money not allocated to a specific public library should be pooled and allocated to support the ostan library. This ruling refers to the tax money in villages and small cities which have not yet developed their own libraries. Such support may provide the primary income source for ostan libraries in the next few years. Eventually, however, when this source of ostan library income is substantially reduced, because an increased number of local and shahrestan public libraries is suing its own tax money, the ostan libraries must have their own separate income source. Either now or later, this source can be obtained by (a) allocation to the ostan libraries of the unused income now received by the Board for the Tehran province, (b) assigning an arbitrary portion of the present 1.2% income of each city's library, such as one fourth of it, to the ostan library, (c) requesting the Majlis and Senate to pass a law providing an extra portion of local and ostan tax money for the ostan libraries beyond the 1.5% now received, or (d) obtaining a regular income through the ostan governor general or the ostan Ministry of Culture and Fine Arts for the ostan libraries.

(e) To supplement the tax support produced within each ostan, the Board should allocate an annual grant to specific public libraries. This grant may equal up to 50% of each library's budget, and should be not less than 25 Rials per person served. Such a grant may be made either to support a special project or to more

nearly equalize library's support level. Any library should be eligible for a supplementary grant as long as its expenditures for the previous year did not exceed 200 Rials per capita. Such grants should be made annually from (a) the unclaimed tax allotments in towns with no public libraries, (b) special funds appropriated for this purpose by the Ministry of Culture and Fine Arts, or (c) from excess and unused Tehran ostan tax allotments.

(f) Special grants may be awarded to specific libraries or groups of libraries for a) planning and implementing of a new special public library service of any kind, such as cooperative book processing, service for the blind or audio-visual service, b) establishing shahrestan, regional, ostan or other library service organizations, c) special projects to assist in developing closely coordinated library systems, d) special projects to develop closer cooperation with certain national libraries, e) special projects to develop and extend reference service, or

(g) The Board should prepare a formula for calculating equalization grant eligibility to supplement town public library income in proorer areas. Such a formula as the following may be suggestive. Equalization shall be provided for a local public library a) serving a population of 30000 or more people, b) which has budgeted and spent for the previous three years the full 1.5% of its local tax income, c) in which that amount places the library in the bottom one fourth nationally in per capita public library support, and d) which has been determined by the Board to be making good progress toward meeting the Iranian Public Library Standards.

(h) All the money received in the individual city library should be retained there for equipment and book purchases.

5. Local Libraries

(a) Each city should provide modern library service for all residents and should hire the staff members needed to carry it out. Library material needs and interests should be purchased, appropriate to the citizens' current housed, and organized for maximum usefulness. Circulation and reference service should be encouraged through displays and public relations activities.

(b) When local libraries within a shahrestan are poor or non-existant, one library may be established to serve the entire shahrestan. Such a library should work with existing public libraries to provide service to all citizens.

(c) Each town library should have its own local library council appointed in the same way as the ostan library council and having the same obligations and functions. The local librarian should work through it in the same way that the ostan chief librarian works through his library council.

(d) In addition to the Institute Library, only one public library organization should be supported in each city or village.

(e) Normally, every public library should serve both adults and children. However, if the Institute establishes a separate childrens and young adult library in the same town, the public library may no longer need to provide childrens and young adult service.

(f) Public libraries should establish branches only when the size of the population group to be served, as well as the budget, staff and book collection, have become large enough to justify branch expense and service. Before a branch library can be established, the approval of the ostan library should be obtained.

(g) If the situation in a particular town warrants it, the Ministry of Education and the Ministry of Culture and Fine Arts may contract to provide joint school and public library service from the same quarters, staff, and book collection. The share which each pays toward the library's total budget as well as the administrative arrangements to be carried out should be determined by re-

presentatives of each minister in conference.

(h) When no local publicly supported public library exists, the ostan library may contract with a privately supported library to provide public library service. The support level to be provided to the private library should be agreed on by both parties.

(i) Local public and school libraries should cooperate closely in all phases of their administration and service.

(j) All permanent public library employees should be under government civil service and should have modern health, vacation and retirement benefits. Their salaries should be comparable to those of other civil service employees doing similar work. Apparautly, a new law must be passed before this will be true.

(k) Any local library should have full authority to approve a staff member's request to attend an accredited library school and to receive reimbursement for his tuition and fees from the library's funds.

(l) The Board may abolish any public library thought no longer to be useful by eliminating the area which it is authorized to serve and requesting the local city government to forward its tax support to the ostan library.

I. National Archives

A set of laws was passed in 1970 to achieve archive control and establish an Iranian National Archives. These laws followed the suggestions of professional archivists employed in the State Organization for Administration and Employment Affairs. Since it should prove to be a satisfactory law, no suggestions for changes or additions are needed here.

J. Civil Service Regulations for Library Positions

From 1969 to 1971 a UN American government personnel team supervised preparation of civil service descriptions for Iranian government positions in most of the ministries. The Iranian Documentation Centre sent American library personnel material to help the team learn how to describe the Iranian government library positions then existing. Incidently, four library positions existed at the Director General level, just below the Deputy Minister level. The team's approach required interviews with

director generals and other major supervisors to learn what tasks each employee carried out. Interviewing and classification were carried out by Iranian civil servants. By early 1971, this team had developed position descriptions and classifications for many kinds of Iranian employees. Just what degree of success the American and Iranian team achieved is hard to tell, since they refused to reveal detailed information about their work or to discuss with others their library classification and description problems. However, with the assumption that their work was accurate and fair, this document omits the position description and classificationsuggestions which it might otherwise contain.

K. The Certification of Iranian Librarians

(1) The Government Library Council should certify and issue certificates to government library employees. The Council should appoint a Certification Committee of five professional librarians to assist in developing its certification policies. The committee should meet quarterly or more often to consider applications, interview candidates and grant certificates. A quorum should consist of three members.

(2) The Certification Committee should make such rules and regulations, not inconsistent with law, as are necessary and proper to conduct the process of certification, including issuance, renewal or revocation of certificates. In case an applicant requests one, it should provide ahearing for an applicant whose request for a certificate has been refused or whose certificate has been suspended or revoked.

(3) The Certification Committee should

(a) Keep an official record of its meetings.

(b) Issue, suspend, revoke or renew certificates to properly qualified persons.

(c) Keep a roster showing the names and last-known Iranian business addresses of all persons holding certificates and furnish the information contained therein to the public on request.

(d) Furnish information about the requirements for certification upon request and without charge to all prospective applicants and others.

(e) If there are applicants for the examination, hold a certification examination at least quarterly.

(4) The types of certificates issued should be

(a) Permanent Professional Librarian I, II and III

(b) Subprofessional Library Assistant I and II

(c) Library Assistant

(5) Any person who, upon the effective date of this act, is already employed in a position defined as that of Professional Librarian or Subprofessional library Assistant should be granted a certificate as a Permanent Professional Librarian III or as a Sub-professional Library Assistant II if he makes application within two years after such effective date. Any person in this category who believes himself to be eligible for a higher certificate than called for in this section must apply and be considered with other candidates in the regular manner.

(6) The Committee should issue a certificate certifying as a professional librarian any person who requests certification upon a form prescribed by the Committee and who fulfills one or both of the following requirements:

(a) Graduation from an accredited Iranian or foreign library education department, or, passing an examination which, with due consideration of education, professional training practical experience and demonstrated ability, shall satisfy the Committee that the candidate has the qualifications required for the satisfactory practice of professional librarianship.

(b) A Permanent Professional Librarian I certificate should be awarded to any person who has previously been awarded a Masters, Advanced Certificate or Doctors degree in library science from an accredited library education department.

(c) A Permanent Professional Librarian II certificate should be awarded to any person who has previously been awarded a Bachelors degree in library science from an accredited library education department.

(d) A Permanent Professional Librarian III certificate should be awarded to any person who has previously been awarded a Bachelors degree in another subject field from an accredited institution and who has passed an appropriate examination given by the Committee.

(7) The Committee should issue a certificate certifying as a Sub-professional Library Assistant any person who requests certification upon a form prescribed by the Committee and who, in their opinion, is qualified to practice librarianship in a position not requiring the educational and other qualifications for certification as a professional librarian.

(8) A Sub-professional Library Assistant I certificate should be issued to an applicant without examination when

(a) The applicant has a Bachelors degree and has been formally admitted to an bachelors or masters degree-giving library education department, and

(b) The applicant demonstrates the ability to perform the duties of a sub-professional library assistant ably and efficiently.

(9) A Sub-professional Library Assistant II certificate should be issued to an applicant who lacks the minimum educational requirements described above, but who

(a) Has completed successfully an accredited curriculum for a post diploma in library science,

(b) Demonstrates the ability to perform the duties of a sub-professional ably and

efficiently; and

(c) Successfully passes the Sub-professional Library Assistant examination given by the Committee.

(10) A Library Assistant certificate should be granted (a) without examination to an applicant (1) who has had two years of successful college work in any subject field, or (2) who has attended three ministry-sponsored library workshops, or (b) by appropriate examination, to an applicant who lacks the proper educational requirements, and in all cases, only to persons who demonstrate the ability to perform the duties of a library Assistant ably and efficiently.

(11) Minimum Certificates Required

(a) Public Libraries

(1) A Permanent Professional Librarian I certificate is required for the chief librarian of a library supported in whole or in part by public funds and serving a city or other political subdivision with a population in excess of 500000 persons as shown by the last national census.

(2) A Permanent Professional Librarian II certificate is required for the chief librarian of a city having a population of 100000 to 499999 people, or for the chief librarian of an ostan library, or for the assistant librarian of a city of over 500000 population.

(3) A Permanent Professional Librarian III certificate is required for the chief librarian of a city having a population of 50000 to 99999 people, or for the assistant librarian of a city having a population of 100000 to 499999 people, or for the assistant librarian of an ostan library, or for the department head of a library in a city of 500000 or more people.

(4) A Sub-professional Library Assistant I certificate is required for the chief librarian of a library serving a city having a population ofat least 20000 but not more than 49999 persons, or for the assistant librarian of a city, 50000 to 99999 in population, or for the department head of a library in a city of 100000 to 499999 people, or for the department head of an ostan library, or for the assistant department head in a city of more than 500000 people.

(5) A Sub-professional Library Assistant II certificate is required for the assistant librarian of a city having a population of 2000 to 49000 persons, or for a department head in the public library of a city of 50000 to 99999 persons, or for the assistant department head in a city having a population of 100000 to 499999 people, or for the Assistant department head of an ostan library.

(6) A Library Assistant's certificate is required for a department head of any library having a population of at least 20000 but not more than 49999 people, or for an Assistant Department Head in a public library serving a city of 50000 - 99999 people.

(b) School Libraries

(1) Permanent Professional Librarian I. Chief librarian in a school with more than 3000 pupils.

(2) Permanent Professional Librarian II. Chief librarian in a school with 1000 to 2999 pupils.

(3) Permanent Professional Librarian III. Chief librarian in a school with 500-999 pupils.

(4) Sub-professional Library Assistant I. Chief librarian in a school with 200-499 pupils.

(5) Sub-professional Library Assistant II. Chief librarian in a school with 100-199 pupils.

(6) Library Assistant. Chief librarian in a school with 0-99 pupils.

(c) Academic Libraries

(1) Permanent Professional Librarian I. Chief librarian in a college or university with 5000 or more students.

(2) Permanent Professional Librarian II. Chief librarian in a college or university with 2000-4999 students, or assistant librarian in a college or university with 5000 or more students.

(3) Permanent Professional Librarian III. Chief librarian in a college or university with 1000-1999 students, assistant librarian in a college or university with 2000-4999 students, or department head in a college or university with 5000 or more students.

(4) Sub-professional Library Assistant I. Chief librarian of a college or university with 500-999 students, assistant librarian of a college or university with 1000-1999 students, department head in a college or university with 2000-4999 students, or assistant department head in a college or university with 5000 or more students.

(5) Sub-professional Library Assistant II. Chief librarian of a college or university with 0-499 students, assistant librarian of a college or university with 500-999 students, department head of a college or university with 1000-1999 students, or assistant department head of a college or university with 2000-4999 students.

(6) Library Assistant. Assistant librarian of a college or university with 0-499 students, department head in a college or university with 500-999 students, or assistant department head in a college or university with 1000-1999 students.

(d) Special Libraries

(1) Permanent Professional Librarian I. Chief librarian of a ministry library.

(2) Permanent Professional Librarian II. Chief librarian of a government bureau library or assistant librarian of a ministry library.

(3) Permanent Professional Librarian III. Assistant Librarian of a government bureau library or department head in a ministry library.

(4) Sub-professional Library Assistant I. Department head in a government bureau library or assistant department head in a ministry library.

(5) Sub-professional Library Assistant II. Assistant department head in a government bureau library.

L. Legal Deposit of Library Material

(1) As a way of preserving Iranian culture and heritage and making published material widely available to Iranian scholars and students, a depository law should be enacted.

(2) Each piece of printed library material produced in Iran should be registered in the nearest Ministry of Culture and Fine Arts office or ostan central library and five free copies in good condition deposited there.

(3) The office or library should give the publisher a receipt for each piece of material deposited.

(4) Blank books for receipts, notes, or financial records are excluded from this regulation.

(5) These deposits should be made at the expense of the printer, publisher, ministry or university, and within no more than two months after the material's publication date.

(6) All languages and provinces are covered by this law.

(7) The penalty for non-deposit and registration should be 5000 Rials per item or else 60 days in jail, per offence.

(8) Along with the National Library, Tehran, the ostan central libraries in Khorasan, Azerbaijan and Fars provinces should be designated full depository libraries.

(9) The ostan central libraries should be designated partial depository libraries.

(10) One copy of the material deposited should be retained in the ostan central library.

(11) The other deposit copies of library material must be picked up by and brought to the National Library, Tehran, where they should be sorted for distribution.

(12) The National Library should distribute all depository material which it receives to the proper depository libraries.

(13) Each government agency and ministry should furnish the Iranian Documentation Centre with a monthly list of publications which it has issued. In addition, 100 copies of each publication on this list must be deposited with the Centre for exchange with other libraries.

(14) One copy of each piece of educational and entertainment audio-visual material should be deposited with the Iranian Documentation Centre.

(15) The deposit law provisions suggested in this memo should supercede those given in the present Iranian Public Library Law.

M. Limitation on Freedom to Select and Import Library Material

(1) To encourage the free flow of knowledge and improve public and private education, any society, institution, university, college, school, government ministry, government agency, book dealer, or bookstore should be allowed to import any book or other piece of library material free of duty at any time.

(2) No restriction should be placed on libraries to prevent selection of any printed or audio-visual library material, except for the usual budgetary limitations and the librarian's best judgement about its quality and usefulness to the library's users.

N. Discard of Library Material

(1) Provided it meets the conditions specified below and the proper procedure is carried out, any piece of library material on a library's accession record or its shelves should be eligible for discard. Only by providing a discard law can unuseable material be eliminated, collection quality improved, and useful material located where it will be most useful.

(2) Only that material may be discarded which is no longer useful because it is obsolete, superceded, in bad physical condition, incomplete in itself or in relation to other volumes in a set, duplicate, out of the library's subject scope, or inaccurate and misleading.

(3) Approval for discarding accessioned or purchased material must be obtained in writing from the director of the nearest national library. In the library's discard request, each piece of material must be listed separately.

(4) No approval is needed for discarding unaccessioned gift material.

(5) All discarded material should be sent to the nearest national library for addition to its own collection or for submission to the Duplicate Exchange Union and possible use by another Iranian library.

(6) After two years have elapsed, that discarded material for which no new home can be found in Iran or abroad may be destroyed by the national library holding it.

O. Exchange of Library Material — The Iranian Duplicate Exchange Union

(1) The purpose of the Union should be to increase the usefulness of library material by exchanges among libraries. Material duplicated or inappropriate for one library may be used to fill out a serial set or add to a subject

collection in another library. Iran has too little printed material, so every book and periodical should be located in a library where it will be used.

(2) Membership should be open to all national libraries, to all libraries already participating in the Iranian Documentation Centre Information Network, its inter-library loan project, or the National Union Catalog. In addition, on a special basis, membership should be open to documentation centers and libraries in all of the CENTO countries, including Iran, and to the libraries in other countries which cooperate with the National Union Catalog.

(3) Membership Requirements

(a) A library may submit an unlimited number of exchange lists to the Union and at any time, but must submit at least one every calandar year.

(b) The material listed must be immediately available for permanent transfer to another library without charge except for postage. Material should be available for exchange without regard to its status as an item accessioned and paid for.

(c) Each exchange list must contain at least ten items, but there is no maximum length.

(d) In addition to lists of material offered, annually in Farvardin, each library may submit a want list of material needed to fill collection gaps.

(e) There is no implication that a library will receive and give away equal amounts of material.

(f) Normally, a specialized library is expected to request only material in its own general subject field, e.g., a medical faculty library should not request poetry but may reasonably request books in chemistry. A library holding material outside its general subject field should offer this material to other libraries. Any library holding part of a file for a particular serial title, but not having a current subscription, should make its volumes available

to other libraries having current subscriptions and wishing to complete their files. A library should not request a serial title for which it has no volumes, nor request copies of material already on its shelves.

(4) The exchange items may be in any language, subject, form, from any country or historical period, popular or scholarly, old or new, in mint or worn (but not unusable) condition — audio-visuals, documents, reports, pamphlets, serials, and books included.

(5) Exchange Procedure

(a) Each library should type its exchange list neatly on one side of one or more sheets of plain bond paper, single spaced within each title and double spaced between titles.

(b) The library's full name and complete mailing address must appear on the first page.

(c) The list should be divided into four parts consecutively — Persian Language (1) monographs and (2) serials, and Other Language (3) monographs and (4) serials.

(d) For each book and pamphlet the list must include the author's last and first name, or else initials, complete title, publisher, publication date and total pages.

(e) For each serial, the entry must show the complete title and whether it is bound or unbound. Also, complete volumes and years should be listed as such, e.g., volumes 44-50, 1314-20. However, incomplete volumes must be shown exactly, e.g., volume 44, numbers 1-3, 6-8, 10-12, ~~13x14~~1314. For serials without volume or issue numbers, indicate exact dates, e.g., Farvardin 3, 10, and 17, Ordibehesht 21, 28, Mordad 10, 1348.

(f) The material's physical condition must be indicated if it is poor.

(g) The sending library should send one copy of each list to the Iranian Documentation Centre. Lists which do not conform fully to these rules will be returned to the sending library for correction.

(h) The Iranian Documentation Centre will retype, duplicate, and mail out the list to each Iranian Union member simultaneously and to each foreign member two weeks later.

(i) Each member should check the list against its present holdings promptly, then by mail or telegram (not by telephone), submit directly to the sending library its list of material requested. Request lists should not be sent to the Iranian Documentation Centre since this will only delay their receipt in the sending library. In order to encourage the development of other library collections, the Centre will not request material from exchange lists until four weeks after they are mailed out.

(j) The sending library should keep a record of requests and honour them in the exact chronological order in which they are received.

(k) Material should be well packaged and sent by ordinary mail or messenger to the requesting library with a letter sent separately to specify the amount of postage to be reimbursed. If the sending library wishes, catalog cards may be transferred with the material.

(l) Within one month after receiving a package, the requesting library should forward the postage to the sending library. Reimbursement may be made in the form of Iranian stamps, cash, or cheque, except for material sent by messenger for which no reimbursement should be expected. The National Library will reimburse libraries for postage only when that center itself receives material from a list.

(m) The sending library must send a receipt for each reimbursement,

(n) A library with listed material remaining unrequested may repeat the listing a year later and ask the National Library to circulate the list to additional foreign libraries.

(6) This plan will take effect Farvardin 1, 1352.

P. Iranian Interlibrary Loan Code

(1) The aim of this code is to provide a framework of rules for conducting interlibrary loan service among Iranian libraries. These libraries have long been isolated from each other, their collections being available only to their own users, and this has deprived many people of access to the entire spectrum of Iranian library resources. In this Age of Revolution and promotion of modern concepts in services, close cooperation must be carried out among libraires. Creation of a national code of policy and practice for interlibrary loan is an important step toward this goal. Interlibrary loan service supplements a library's resources by making available for patron use material from other libraries which is not owned by the borrowing library. In the belief that furtherance of knowledge is in the general interest, inter-library loans should make available for research those materials not owned by a given library. To accomplish its goal of providing material needed by Iranian scientists and research workers, the National Library has agreed to serve as the coordinating centre for an Iranian Interlibrary Loan Plan to operate under the conditions listed below.

(2) Participation in the Iranian Interlibrary Loan Plan is free to all Iranian libraries, provided they abide by the conditions of the code.

(3) It is assumed that each Iranian library will do its best to privide the resource to meet the study, instructional, informational and research needs of its users

and that requests to borrow materials from another library will be limited to those materials needed for faculty and staff research and the thesis and dissertation needs of graduate students. Borrowing libraries should screen carefully all applications for loans and should reject those applications which do not conform to this rule.

(4) Any type of library material needed for research may be requested on loan or in photocopy or microfilm form. Libraries should not ordinarily ask, however, to borrow the following types of material: Iranian books in print at moderate cost; rare materials, including manuscripts; basic reference material, or bulky or fragile material which is difficult and expensive to pack (e. g., newspapers). It is possible, however, to request photocopies of certain rare material and manuscripts.

(5) The Iranian Documentation Centre will pay for all expenses incurred by both borrowing and lending libraries, except for the postage and stationary costs of letters and the labor costs of each library. The Centre will pay for photocopies of any material in Iran, also. At a later date, the Centre may establish a rate schedule for these services.

(6) The safety of borrowed material is the responsibility of the Iranian Documentation Centre. In the case of loss or damage, the Centre will meet all costs of repair or replacement.

(7) Participating libraries should send all of their requests for interlibrary loans to the Iranian Documentation Centre which will locate the material and make a request to the proper lending library for it. The Centre will first refer to its own collection, in which case, it will be considered to be both a referal centre and a lending library. After receiving the book from the lending library, the Centre will send it to the borrowing library.

(8) Material requested must be described completely and accurately following accepted bibliographic practice: author's full name, complete title, place, publisher, date and pages needed. The name and status, position or other identifying information of the individual for whom the material is being requested should be included on the request. The interlibrary loan form must be used for all requests. Copies of these forms can be obtained from the Iranian Documentation Centre. All correspondence and shipments should be conspicuously labeled "Interlibrary Loan" and sent by registered mail. All correspondence and delivery in Tehran will be handled by Centre clerks and messengers, except the initial request from the borrowing library.

(9) The duration of the loan is normally calculated to mean the period of time during which the item is to be in the borrowing library, plus the time spent in transit. The borrowing library should ask for renewal only in unusual circumstances, and a second renewal should never be requested without a specific explanation. The request for renewal should be sent to in time to reach the Iranian Documentation Centre before the date due. The lending library should respond to the renewal request promptly; if it does not, it will be assumed that renewal for the same length as the original loan period is granted. Material on loan is subject to recall at any time for a local patron's use, and the borrowing library should comply promptly. The loan period specified by the lending library should be appropriate to the type of material, three weeks for most pieces of material.

(10) The lending library is expected to notify the Iranian Documentation Centre within three days whether or not the material is being sent; if the material cannot be supplied, the lending library should state the reason. The Centre then, will apply to other libraries for the material. If the material cannot be supplied in any way, the Centre will notify the requesting library of this fact.

(11) Continued disregard for any of the provisions of this code is sufficient reason for suspension of borrowing privileges.

Q. Protection of Government Library Property

(1) Defacement of Books, Furniture, etc., in Libraries.-- Whoever willfully, intentionally and without right, wantonly and without cause, writes upon, injuries, defaces, tears or destroys a book plate, picture, film, record, engraving, map, newspaper, magazine, book, pamphlet, or manuscript which belongs to a government public, school, academic or ministry library shall be punished by a fine of not less than 500 Rials nor more than 1000 Rials or by imprisonment for not more than 90 days.

(2) Detention of Library Material.-- Whoever willfully, intentionally and without right, or wantonly and without cause, detains a book, newspaper, magazine, film, record, pamphlet or manuscript which belongs to a government public, school, acadmic or ministry library, for thirty days after a written notice to such person and to his parent or guardian, if he is a minor, from the librarian thereof, containing a copy of this section of the law and sent by certified mail after the date due, shall be punished by a fine of not less than 100 Rials or more than 2500 Rials.

(3) Loss of Library Material.-- Whoever loses or is unable to return a piece of library material for whatever reason must pay to the library its full cost, as ascertained from the publishers catalog or a bibliography in which it is listed, plus the labor cost of replacing it with the same or a similar title, arbitrarily set at 50% of its value. If the library is unable to locate a price quotation for the value of the piece of library material, its value shall arbitrarily be set at 800 Rials, if a foreign monograph, or 300 Rials, if an Iranian monograph, 100 Rials if a foreign serial number, or 30 Rials, if an Iranian serial number.

(4) Disturbance in Libraries.-- Whoever willfully disturbs persons assembled in a government public, school, academic or ministry library by making a noise or conducting himself offensively in any manner during the time when the library is open to the public shall be punished with a fine of not less than 100 Rials nor more than 2500 Rials.

R. The National Library Plan

(1) This act should stipulate that the Government Library Council will launch a special project to identify the library needs of Iran, survey and study the present condition

of all types of libraries in order to identify the obstacles interfering with the development of adequate resources and services, and to determine and recommend action appropriate to the nation in encouraging and effecting superior library development.

(2) Whereas, the provision of adequate library service by the various types of publicly supported libraries is a part of the educational responsibility of the Iranian government, and

(3) Whereas, 98% of the more than 2500 Iranian libraries of all types are the legal responsibility of the government, and

(4) Whereas, no library's resources or services are capable of meeting wholly the needs of its constituents, and therefore all libraries collectively must be a pool upon which the individual citizen may draw, and

(5) Whereas, five million citizens of all ages currently are engaged in formal and informal education, the quality of which is contingent in significant part upon the adequacy of library service; and

(6) Whereas, the increase in the number of students, the critical shortage of professional librarians, the lack of library service to significant numbers of citizens, the growth in the amount of book and periodical publication, and the increased cost of library material are immediate problems, in addition to the other major obstacles to the provision of adequate library service.

(7) Be it resolved by the Majlis, that

(a) The Prime Minister hereby appoint a special National Library Planning Commission which should identify the library needs of Iran's citizens; survey the present library resources and services of all types of libraries, study the information secured by the survey, evaluating resources and services in terms of the identified needs; identify

The obstacles to the provision of adequate library resources and services, determine ways in which the state of libraries, library resources and services, librarianship, and library education may be improved at all levels for the educational and cultural benefit of all citizens; and recommend action by which the government can encourage and effect the development of libraries as indicated by the council's study.

(b) The council should hold such conferences, hearings, and carry out such investigations as it may deem advisable, inviting interested persons and experts to appear before it and using such other means as may be necessary to provide it with the necessary information.

(c) The council may hire an appropriate and well qualified staff including professional librarians and social scientists to carry out its work.

(d) The council should be entitled to avail itself of the professional, technical, clerical, or other services of all libraries and of any other government ministry, bureau, commission, or activity as it may require.

(d) The council should be entitled to a budget of not more than 35 million Rials for this project as detailed in the proposed budget statement.

(e) This project should start later than Farvardin 1, 1352 and should complete its work not later than Esfand 29, 1354.

(f) The council should prepare a written report of its findings and recommendations and file the report with the Prime Minister at the conclusion of its study.